

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

APPLICANTS WHO PREVIOUSLY APPLIED FOR VA # CFSA-03-106 NEED NOT RE-APPLY

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-A011

POSITION: SOCIAL WORK PROGRAM MANAGER,
MS-185-14

OPENING DATE: 10-03-03

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL
FILLED," FIRST
SCREENING DATE: 10-20-03

SALARY RANGE: \$73,582 - \$96,008 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: NONE

NO. OF VACANCIES: ONE (1)

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OD, ODDLM, LMA, Licensing Division

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

[X] This position IS NOT in a collective bargaining unit.

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS, SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia at the time of application, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent manages development and implementation of Licensing Division policies, procedures and initiatives related to licensing of facilities including, but not limited to, private agency foster homes, Independent Living Programs and Youth Residential Facilities. Disseminates and interprets regulations, policies, and procedures to program participants, coordinates internal and external personnel and activities to identify needs, problems, and accomplishments of the program, conducts meetings to discuss program progress of problems, and provides technical assistance to licensing applicants, evaluates program accomplishments and explains facility licensing to citizens. Guides supervisory staff in the implementation of performance standards. Develops LD's training plan; interviews and recommends for hiring, conducts training and arranges training opportunities, assigns and reviews work and special projects, establishes performance objectives and evaluates the performance of incumbents and conducts staff meetings to clarify problems and obtain status reports. Directs the monitoring of maintenance of group home licensing case records. Provides advice and interpretation of LD regulations, policies and procedures for supervisory staff.

QUALIFICATION REQUIREMENTS: This position requires the following:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- An Independent Clinical Social Worker License to practice Social Work in the District of Columbia or immediate eligibility (Must attach a copy of License to DC-2000) or immediate eligibility.

**AN EQUAL OPPORTUNITY EMPLOYER
(D.C. Standard Form 1226 (Revised 9/93))**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Experience that demonstrates the ability to manage and to direct the day-to-day activities of professional and support staff;
2. Ability to disseminate, interpret, train and guide staff in agency policies and procedures;
3. Knowledge of Federal and District laws, and regulations that govern and affect child welfare services and programs, including foster care, adoptions, protective services and kinship care and congregate care;
4. Thorough knowledge of various methods of program evaluation;
5. Effective interpersonal skills to interact with agency representatives, other staff and the public; and
6. Attention to detail and organizational skills.

Candidates for Social Worker positions may be subject to a background check.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
